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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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(NASA Only)

Subject: Real Estate Management Program

Responsible Office: Facilities Engineering and Real Property Division

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Chapter 3. Reporting Requirements

3.1 Introduction

3.1.1 The submissions filed in accordance with chapter 3 of this NPR must include all NASA-owned real property and real property leased from others relevant to the report. The data contained in these reports is used to fulfill both Congressional and regulatory agency reporting requirements; therefore, reports must be accurately prepared.

3.1.2 To preclude possible duplication or omissions in reporting, close coordination is necessary between the Center RPAO, the Center Industrial Property Specialists, and the appropriate DoD or NASA Center representative responsible for property administration at locations with real property jointly owned by DoD and NASA.

3.1.3 The provisions of chapter 3 are applicable to all NASA-owned real property held by contractors, the physical accountability and recording of which are set forth in subpart 18-45.5 of the NASA FAR Supplement.

3.2 Federal Real Property Council and the Federal Real Property Profile Reporting Requirements

3.2.1 Executive Order 13327

3.2.1.1 EO 13327 requires Government agencies to report all real property owned, leased from others, and otherwise-managed Federal real property assets within and

outside the United States, including improvements on Federal land. EO 13327 was issued to promote efficient and economical use of Federal real property resources and to increase agency accountability of assets. Under this order, the Federal Real Property Council (FRPC) was formed to improve Federal asset management practices and to right-size the Federal asset portfolio. The FRPC established the role of the Senior Real Property Officer and mandated the creation of a centralized, online real property database known as the FRPP Internet Application.

3.2.1.2 All executive branch agencies are required to submit data at the constructed-asset level to the FRPP on an annual basis. This data is used by GSA and OMB to ensure proper management of Federal real property assets. All Federal agencies are required to upload the required data elements on or about December 15 of each year.

- a. For owned real property (assets for which the United States holds title), the Federal agency that exercises real property accountability is responsible for reporting the asset in the annual FRPP.
- b. For leased real property, the Federal agency that signed the lease is responsible for reporting the asset in the annual FRPP.
- c. For otherwise-managed real property, the Federal agency that entered into the agreement with the State or foreign government is responsible for reporting the asset in the annual FRPP.

3.2.2 Center Reporting Responsibilities

3.2.2.1 NASA Centers shall ensure that the RPMS is updated for real property under their management and accountability control. Updates to the RPMS should take place at the time of the real estate acquisition or disposal. It is important that the inventory data is updated in a timely manner.

3.2.2.2 NASA Centers shall respond to data validation queries from the FERP Division in a timely manner and, by November 15 of each year, ensure that all real property data is up to date and that the data required by Section [2.2.2](#) of this directive is uploaded into the RPMS.

3.2.2.3 NASA is also required to include operations and maintenance (O&M) data for each reported asset in its inventory. The Center RPAO shall coordinate collection and uploading of O&M data into the RPMS no later than November 15 of each year.

3.2.3 Verification and Validation Plan

3.2.3.1 During the second and third quarters of each fiscal year, a list of discrepancies in the RPMS will be developed by the FERP Division. The list will be provided to the Centers for discussion and correction by the end of the third quarter. This allows Centers to make adjustments and corrections to the RPMS in time for the following year's report.

3.2.3.2 The verification and validation will be conducted by FERP Division auditors at three levels:

- a. The first level of the review will compile a list of flagged items from all Center entries in the RPMS. The items are automatically red flagged by the system if there is a format discrepancy or data problem. FERP Division personnel will contact the Centers to discuss the red-flagged items. This level of review will be conducted for all Centers each

year.

b. The second level of review will be a random sample of each Center's real property cards in the RPMS to search for questionable entries. This level will be conducted for all Centers each year. All data required for the annual update of the FRPP will be subject to review, but special emphasis will be placed on the following items:

- (1) Value and classification.
- (2) Status.
- (3) Historical status.
- (4) Utilization (FRPC Performance Measure 1).
- (5) Condition index (FRPC Performance Measure 2).
- (6) Mission dependency (FRPC Performance Measure 3).
- (7) Annual operating costs (FRPC Performance Measure 4).

b. The third level will be conducted during site visits. This review will involve inspections of a random sampling of the Center's real property to ensure that it is properly recorded and that the entries are up to date. On-site reviews will be conducted on a 3-year schedule, and all Centers will be visited during the 3-year term.

3.3 Office of Management and Budget and General Services Administration Requirements

3.3.1 Space Budget Justification

3.3.1.1 NASA Headquarters is required to submit an annual rental space budget justification to GSA and OMB, including amounts for services covered by basic rental charges assessed by GSA but excluding amounts above standard services, as outlined in OMB Circular A-11 (2006) Section 54, Rental Payments for Space and Land and Appendix B, Budgetary Treatment of Lease-Purchases and Leases of Capital Assets. This information is used:

- a. By OMB to evaluate NASA's budget request for rent.
- b. By GSA to refine its estimates of rental costs.
- c. By NASA to analyze space requirements and rental costs.

3.3.1.2 Each Center shall complete GSA Exhibit 54 using an electronic spreadsheet available from GSA to submit data regarding space that the Center rents (see Exhibit 54 in OMB Circular A-11 (2006) Section 54 for detailed instructions). Each submission shall:

- a. Support budget-year requests and list all applicable appropriations or other funding sources by account.
- b. Report space requirements to the nearest square foot and state obligations in thousands of dollars, rounding amounts to the nearest thousand.

3.3.1.3 The FERP Division shall put out a data call for Exhibit 54 no later than August 1 of each year.

3.3.2 Deferred Maintenance Assessment

3.3.2.1 Through the NASA Deferred Maintenance (DM) assessment process, third-party assessors rate the quality of all Center real property assets and submit a report of their findings to the FERP Division.

3.3.2.2 While Centers have no reporting requirements in connection with the DM assessment, Center staff shall facilitate the logistics of the assessment visit and adjust RPMS data if warranted by the findings of the assessment.

3.4 Other Reporting Requirements

3.4.1 In compliance with the Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges, dated December 1995, NASA must submit its most current National Bridges Inventory (NBI) data on bridges to the Office of Bridge Technology, Federal Highway Administration. The data collected pertains only to bridges on Federal land that is accessible by the general public.

3.4.2 The FERP Division shall circulate a timely call for NBI data no later than January 1 of each year.

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